

# PROJECT MANAGEMENT LOG: GROUP TASKS

**Project Name:**

**Members of Group:**

Task	Who Is Responsible	Due Date	Status	Done
				<input type="checkbox"/>
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# P R O J E C T   W O R K   R E P O R T :   I N D I V I D U A L

<b>Project Name:</b>			
<b>Student Name:</b>		<b>Date:</b>	
<b>For the Time Period:</b>	Day(s): _____ Week: _____		

<b>During this time period I had the following goals for project work:</b>	1	
	2	
	3	
	4	
	5	

<b>During this time period I accomplished...</b>	1	
	2	
	3	
	4	
	5	

<b>My next steps are...</b>	1	
	2	
	3	
	4	
	5	

<b>My most important concerns, problems or questions are...</b>	1	
	2	
	3	
	4	
	5	

# P R O J E C T   W O R K   R E P O R T :   G R O U P

<b>Project Name:</b>			
<b>Members of Group:</b>		<b>Date:</b>	
<b>For the Time Period:</b>	Day(s): _____ Week: _____		

<b>During this time period we had the following goals for project work:</b>	1	
	2	
	3	
	4	
	5	

<b>During this time period we accomplished...</b>	1	
	2	
	3	
	4	
	5	

<b>Our next steps are...</b>	1	
	2	
	3	
	4	
	5	

<b>Our most important concerns, problems or questions are...</b>	1	
	2	
	3	
	4	
	5	

P R O J E C T   G R O U P   C O N T R A C T	
<b>Project Name:</b>	
<b>Members of Group:</b>	

## Our Agreement

- We all promise to listen to each other's ideas with respect.
- We all promise to do our assigned work to the best of our ability.
- We all promise to turn in our work on or before due dates.
- We all promise to ask for help if we need it.
- We all promise to share responsibility for our success and for our mistakes.
- We all promise to turn in work that is our own.

If someone in our group breaks one or more of our rules, the group has the right to call a meeting and ask the person to follow the rules. If the person still breaks one or more of our rules, we have the right to vote to fire that person.

Date: \_\_\_\_\_

Group member signatures:

_____	_____
_____	_____
_____	_____

## P R E S E N T A T I O N   D A Y   C H E C K L I S T

- ☐ Schedule of presentations set
- ☐ Guests/audience know when/where to attend
- ☐ Guest/audience materials duplicated
- ☐ Room arranged for presenters and audience
- ☐ Equipment / student materials in place
- ☐ Equipment tested (and tech support on stand-by)
- ☐ Teacher's materials in place
- ☐ Audience role explained
- ☐ Timekeeping device ready

PROJECT PRESENTATION AUDIENCE FEEDBACK			
Group:			
Project Name:		Date:	

Thank you for attending our project presentations and taking the time to write thoughtful answers to the following questions:

**1.** What did you learn from this presentation, or what did it make you think about?

**2.** What were the strengths of this presentation?

**3.** How might this presentation be improved?

**4.** Any other comments about this presentation?

# SELF - REFLECTION ON PROJECT WORK

Think about what you did in this project, and how well the project went.

Write your comments in the right column.

<b>Student Name:</b>	
<b>Project Name:</b>	
<b>Driving Question:</b>	
<b>List the major steps of the project:</b>	
<b>About Yourself:</b>	
<b>What is the most important thing you learned in this project:</b>	
<b>What do you wish you had spent more time on or done differently:</b>	
<b>What part of the project did you do your best work on:</b>	
<b>About the Project:</b>	
<b>What was the most enjoyable part of this project:</b>	
<b>What was the least enjoyable part of this project:</b>	
<b>How could your teacher(s) change this project to make it better next time:</b>	

# T E A C H E R ' S   P O S T - P R O J E C T   R E V I E W

<b>Project:</b>		<b>Date</b>	
<b>Project idea, design and implementation considerations</b>	<b>Reflections:</b>		
Student engagement			
Overall idea for the project			
Overall results for student learning			
Authenticity of project tasks and products			
Quality and use of Driving Question			
Scope: <ul style="list-style-type: none"> <li>▶ Length of time</li> <li>▶ Complexity</li> <li>▶ Number of subjects/ people/ organizations involved</li> <li>▶ Use of technology</li> </ul>			
Selection of content standards			



Selection of appropriate 21st century skills	
Selection of culminating products and performances	
Effectiveness of entry event	
Quality of rubrics	
Quantity and mix of scaffolding and learning activities	
Ability of students to work well in groups	
Ability of students to work well independently	
Ability of students to use inquiry skills and think deeply	
My management of the process, coaching of students, and providing of support	
Involvement of other adults	
Adequacy of resources	